UNDERGRADUATE TEACHING ASSISTANT DESCRIPTION & REQUIREMENTS:
The purpose of an Undergraduate Teaching Assistant opportunity is to provide faculty with supplemental instructional support and allow students to gain introductory insight into and experience with preparing class content for a college level course.

- Students will be awarded 1.5 credits for successfully completing a teaching assistantship (1.5 credits = 67.5 hours of learning/work based on 3 credits = 135 hours).
- An UGTA is considered a course and is therefore subject to the Undergraduate Add/Drop/Withdraw policy.
- Instructors must submit a final grade by the due date published in the Academic Calendar.
- An additional 1.5 credits may be earned for additional research that will contribute to departmental and personal knowledge. Separate Objectives, Learning Outcomes, and Assessment Measures must be specified for this work.
- Junior or Senior class standing only.

STUDENT & COURSE REGISTRATION INFORMATION:
TERM & YEAR of the Teaching Assistantship: _______________________________ ______________________

NAME: _______________________________ MICA ID #: ________________________

COURSE FOR WHICH STUDENT IS ASSISTING: _____________________________________________

COURSE (SUPERVISING) INSTRUCTOR: _____________________________________________

STUDENT LEARNING OBJECTIVES: (Instructor should select all that apply):

☑ Understanding of the structure and staging of a course through their work with the faculty member.
☑ Ability to explain concepts, skills, or techniques to others:
   ☐ On a one-to-one basis ☐ Via presentations
☑ Ability to facilitate classroom discussion.
☑ Ability to create and deliver a course assignment(s) that forwards the learning goals of the class in consultation with the faculty member.
☑ Ability to deliver technical/skill support for students enrolled in the course:
   ☐ On a one-to-one basis ☐ Via demonstrations
☑ Research abilities
☑ Ability to deliver critical responses to work in a supportive manner.
☑ Understanding of the assessment of student work.
☐ Other (specify):

*** See page 2 - Incomplete contracts will not be approved or processed ***

Students should submit completed forms to Enrollment Services, Bunting Center, 2nd fl.
STUDENT LEARNING OUTCOMES: (Instructor should select all that apply):

Undergraduate TA will:

- Develop a project(s) for students to complete in conjunction with their faculty member.
- Actively prepare for and participate in classroom discussions.
- Facilitate at least one group class critique, including one for any project that they develop.
- Facilitate small group critiques and discussions.
- Meet with students one-on-one to discuss and forward their work.
- Maintain and facilitate an online discussion with students on topics developed in concert with the instructor.
- Present a lecture(s) on a topic(s) determined jointly with the instructor.
- Present a demonstration(s) on a topic determined jointly with the instructor.
- Hold consultations for ___ hours per week for students enrolled in the course [location and times to be specified].
- Research and present materials supportive of the course curriculum.
- Develop a rubric to provide assessment of an assignment.
- Use assessment methods to provide student feedback on work.
- Provide administrative and classroom support that informs their knowledge of the teaching profession.
  (eg. UGTA’s may be asked to set up equipment, classroom furniture, or a still life. UGTA’s will not be asked to fetch coffee.)
- Document and archive work samples created for the class.
- Document classroom discussions and critiques.
- Other (specify) ________________________________

ASSESSMENT MEASURES: (Instructor should select all that apply):

UGTA’s will be assessed via:

- A rubric that defines defined Learning Outcomes and measures of success.
- A narrative summary that provides details on successes and challenges faced during the semester. This will include providing suggestions for further development.
- Weekly meetings with the instructor to provide feedback.
- Attendance at class or required out-of-class meetings.
- Other (specify): ________________________________

REQUIRED SIGNATURES:
Signatures indicate understanding and approval of this contract.

___________________________  ____________________________  ________________
Student                                  Date

___________________________  ____________________________  ________________
Supervising Instructor                  Date

___________________________  ____________________________  ________________
Student’s Major Department Chair        Date

Will this UGTA satisfy a degree requirement?  □ NO  □ YES  (requirement/elective)________________________